

Personnel Board Summarized Minutes
Monday, December 5, 2011 - 6:00 p.m.

Call to Order/Roll Call of Members: Present: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson (arrived 6:06 p.m.); Ann Infante, Member; Zoraya R. Pena, Member; and Beatriz Sosa, Member.

AGENDA

1. Introduction of new Personnel Board member Zoraya R. Pena.

APPROVED. Motion by Ms. Sosa. Second by Ms. Infante. Passed by unanimous vote.

2. Request to approve the minutes of the November 2011 Personnel Board meeting.

APPROVED. Motion by Ms. Infante. Second by Ms. Sosa. Passed by unanimous vote.

3. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received November 2011.

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|----------------------|---------------------------|
| 1. Francisco Alvarez | Police Department |
| 2. Iris Suarez | Police Department |
| 3. Jorge Diaz | Water & Sewers Department |
| 4. Lourdes Vazquez | Water & Sewers Department |

APPROVED. Motion by Ms. Sosa. Second by Ms. Infante. Passed by unanimous vote.

4. Report of **Leave Without Pay** List for November 2011.

SO NOTED.

5. Report of Civil Service **Appointments** for November 2011.

SO NOTED.

6. Report of Civil Service **Resignations** for November 2011.

SO NOTED.

7. Report of **Maternal/Paternal Leave** for November 2011.

- | | |
|--------------------|-------------------|
| 1. Laureano Garcia | Police Department |
| 2. Joseph Thomas | Police Department |

SO NOTED.

8. Report of **Leave of Absence** for November 2011. NONE

SO NOTED.

9. Request to certify the eligibility for the position of **Accountant**.

APPROVED. Motion by Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

10. Request from the Police Benevolent Association (PBA) to challenge the Police Chief's Command Staff appointments initiated in 2008. (City and PBA exhibits are included)

Withdrawn. Ms. Negrón advised the Personnel Board that Mr. Andrew Axelrad, Counsel for the Police Benevolent Association (PBA) requested that this item be withdrawn from the agenda and be placed on the January 2012 agenda.

Mr. Antonio Luis, PBA Member, approached the Personnel Board requesting clarification regarding the procedures for submitting a request for an item to be placed on the Personnel Board agenda.

11. Request to hear **Unfinished Business**.

APPROVED. Motion by Ms. Infante. Second by Ms. Sosa. Passed by unanimous vote.

- 11a. Request to conduct a civil service examination for the position of **Building Inspector** with the following criteria:

- a. In-house
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of ***revised*** job description and current eligibility list are attached.

Range 53 - \$1201 - \$2488 Bi-weekly

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

12. Request to hear **New Business**. **NONE**

NEXT PERSONNEL BOARD MEETING: "January 9, 2011"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.